

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
December 19, 2011**

Members Present: Chairman Jim Sharon; Paul Dean; Billy Fried; Scott Holewinski; and John Hoffman.

Others Present: Curt Krouze, Buildings & Grounds Director; Lynn Grube, ITS Director; Peter Wolk, District 18 Supervisor; Dianne Jacobson, Department on Aging Director; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Sharon called the meeting to order at approximately 9:00 a.m. in Committee Room #1 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA/APPROVE MINUTES OF PREVIOUS MEETING(S)

Motion to approve the agenda by Hoffman/Holewinski. All aye on voice vote.
Motion by Holewinski/Dean to approve the committee meeting minutes of December 5, 2011, with no additions, deletions or corrections. All aye on voice vote.

**OPTIONS FOR COMPUTER INFRASTRUCTURE AT NORTHERN
ADVANTAGE JOB CENTER BUILDING**

Lynn Grube was present for this agenda item to report on routes and possible changes that must occur. She provided a map on which she traced a fourth route for placement of the fiber, which was developed with the assistance of the county-hired engineer. She explained why the previous route would not work, and the proposed solution of the fourth route. Grube stated that there will be no need for a survey, saving \$1,000, and stated she felt positive that this route will work. Grube stated that this route will require a larger pole, but that shouldn't be at a significantly higher cost. She related the projected cost of about \$3,000 for the poles and anchors. She stated that the engineers like this route, and will try to drive this route with WPS. Grube stated that the phone company is willing to allow them to move the phone and computer equipment from the department on aging and continue to use the old (current) lease agreement, so she will no longer need to use the landfill equipment or purchase and discard equipment. Grube stated that the engineer related a new protocol with WPS, that will require the county making the poles ready to accommodate the county's needs. She stated there will be thirty-three poles in total, and this will require recommendations and measurements for each of the thirty-three poles. The cost may be about one hundred dollars per pole for WPS to look at the reports from the engineers to ascertain this is a workable route.

The committee thanked Grube for her work.

Supervisor Fried asked if Grube felt it would be beneficial to have the county board chairman write a letter to WPS asking them to control cost on this project.

Grube stated there is a possibility it could hurt. She stated she got the sense that the engineer would rely more on their relationship than the county's with WPS.

Supervisor Hoffman questioned if there are poles down Oneida Avenue.

Grube stated that there is nothing there that would be usable to create a route to the job center building. She stated these are dead-end lines, there is nothing that goes through, and was informed that the existing easements go back to when the power lines were first run in the city, additional easements would be required and would be almost impossible to obtain.

CONSTRUCTION PROJECTS AND POSSIBLE CHANGE ORDERS

Sheriff's Department Storage

Krouze provided committee members with a copy of Miron's construction schedule. He stated that there have been no change orders that have cost additional money other than the grading issue early on in the project, and that the county actually has a credit that will allow a couple of tweaks that will make the finished product more workable. He stated that we are still looking at January 3, 2012 for the owners punch list. He stated that there are some light fixtures that won't be here until January 10th. Krouze related that by January 20th he would anticipate the punch list items will be finished out, and Miron will be off-site. Krouze stated that he felt Miron's work has been excellent.

Supervisor Holewinski discussed possible frost issues with the aprons, and Krouze responded if any issues arise, they would be covered by the one-year warranty and would likely be evident before that time. Krouze suggested the January 9th meeting be held at the law enforcement center to give committee members the opportunity to review the building.

Northern Advantage Job Center Building Renovation

Krouze stated that wall finishes are being worked on the second floor (paint and wallpaper), which should be done by mid-week; the ceiling perimeter has been established; the doors are being spray lacquered and should be here by the end of the week; this means that schedule-wise the county is looking at the middle of January for completion. Krouze related there was a bit of a hold up on the flooring for the dining room, but that is now coming along.

Krouze related no move-in date has been established at this point.

CHANGE ORDER – ADRC SPACE

Jacobson related that the Aging and Disability Resource Center of the Northwoods has approved funding the \$15,765.00 required for the change order to establish an area for their satellite office. Krouze stated that this could have been bid as a separate project, which may or may not come in at a lower price, but by doing it this way, it would keep the project on schedule and allow the department on aging to move in at the completion of the project, as opposed to bidding and having a construction project after the department on aging moved into the space.

Jacobson stated that this is a potential income-generating source for the county.

Motion by Hoffman/Holewinski to approve the change order at a cost of \$15,765 as presented, with funding to come from the ADRC. All aye on voice vote.

Krouze stated that he anticipated the department on aging could move into the new facility as early as the end of January, depending on the installation of the dining room floor and the finishing of the doors for the ADRC space.

YEAR 2012 BLANKET PURCHASE ORDERS

Brunette provided blank blanket purchase orders for committee signature and approval. Motion to approve the blanket purchase orders by Hoffman/Fried. All aye on voice vote.

NON BUDGETED ITEM REQUESTS

There were no requests.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

Brunette presented bills and vouchers for committee review. A list of blanket purchase orders, bills and construction bills paid since the previous meeting was mailed to committee members in their agenda packets. Motion to approve payment of the bills, blanket purchase orders and construction bills by Holewinski/Hoffman. All aye on voice vote.

PUBLIC COMMENT

There was no public comment.

ITEMS FOR NEXT AGENDA

Chairman Sharon announced items for the next agenda would include an item for the law enforcement center roof warranty, and other items as they arise.

REVIEW UPCOMING MEETING DATE

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, January 9, 2012 at 9:00 a.m. at the law enforcement center if the meeting room is available.

ADJOURNMENT

The meeting adjourned by a motion of Hoffman/Dean. The time was approximately 10:00 a.m. All aye on voice vote.

Jim Sharon,
Chairman
or
John Hoffman,
Vice Chairman

LuAnn Brunette,
Committee Secretary